

***Developmental Day Center Funds
for Children with Disabilities***

Procedures and Instructions

2016-2017

**Contact for additional information and
submitting applicable DDCF forms via postal mail:**

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The **references** listed below are directions and examples to guide the LEA with completing the Developmental Day Center (DDC) application for children with disabilities and submitting updated information throughout the year:

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DDCF forms to be completed by the LEA for submission are included in the list of documents for the Developmental Day Center Funds application on the Exceptional Children Division website, located under the Finance and Grants tab. A DDC Sample Contract is also provided with the DDCF forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted DDC.

Note: LEAs that have classrooms or centers that are certified as DDCs do not need to create a contract, but will still need to complete the *Application for DDC Funds (DDCF-1)* and the *Developmental Day Center Roster/Withdrawal Form (DDCF-2)*.

Developmental Day Center Funds – Important Dates At-A-Glance

At the beginning of the school year, LEAs that received DDC funds during the 2015-2016 school year will receive a **base allotment**.

- The base allotment is calculated using the number of children served in DDCs at the end of the 2015-2016 school.
- It is the responsibility of the LEA to request DDC funds from the Exceptional Children Division.
- The remaining seven months of funding will be allocated after the DDC application has been submitted and approved.

September 15, 2016 The three items below are subject to this due date.

- 1) **To apply for DDC funds**, submit forms **DDCF-1** and **DDCF-2** along with the service contract and complete LEA school year calendar.
 - Applications can be submitted after the children's first of school.
 - Applications are processed in the order in which they are received.
 - Applications must be mailed and postmarked on or before September 15, 2016.
 - Incomplete/incorrect applications will be considered "received" when the corrections/missing items are received.
- 2) **If an LEA received DDC funds for 2015-2016 school year but is not requesting DDC funds for 2016-2017 school year.**
 - Complete the Waiver of Participation (**DDCF-4**).
 - Waiver must be mailed and postmarked on or before September 15, 2016.
- 3) For children 3 through 21 who **transferred to a public school placement due to a DDC closure.**
 - Complete the *Request for Priority 3 Funds* (**DDCF-3**).
 - Priority 3 allocations are for one year only.
 - Approval is subject to the availability of funds.

October 15, 2016 Final signed contracts must be received for initial funding of Priority 1 children. Once these are received, and if the application has been approved, remaining funds are disbursed.

May 15, 2017 DDCF-2 Roster/Withdrawal Forms are submitted throughout the year; DDC grant funding for newly enrolled children is prorated according to the child's enrollment date. DDCF-2 Roster/Withdrawal Forms are processed in the order in which they arrive. Funds are contingent upon the availability of funds. May 15th is the **final date for submitting a DDCF-2**.

June 30, 2017 Due date for the end-of-year **DDCF-1** update reporting all DDC funded children who were attending as of the last day of school, staff supporting these children and associated expenditures. The total children indicated on the DDCF-1 will equal the totals from the year's DDCF-2 submissions.

Secondly, submit a **DDCF-2** listing only the children who will no longer be served in the DDC in 2017-2018 (i.e., children leaving to attend kindergarten). Do not submit a roster of all DDC children.

The end-of-year information submitted is what is used to calculate the LEA's three month DDC base allotment for the 2017-2018 school year.

Procedures for Applying for Developmental Day Center Funds

Developmental Day Center (DDC) Funds are made available through the State Board of Education (SBE) to assist LEAs in providing special education and related services to eligible children with disabilities who are placed by LEAs in licensed DDCs for the LEA's approved school year.

Per child DDC Grant Fund amounts provided by the SBE for the 2016-2017 school year are:

- \$50 per year to assist with educational supplies, materials, and equipment;
and
- \$999.10 per month to assist with educational and related services costs.

Educational Placement and Services: The LEA, through an Individualized Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The IEP Team's decisions are based on the least restrictive environment for each child, and what is deemed educationally appropriate for each child. The LEA is ultimately responsible for implementation of the IEP and related services of any child placed in a DDC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights. DDC placements should not be based on the availability of DDC grant funds from the Exceptional Children Division but on the needs of the child according to his/her IEP.

- If children are placed in **an off-site inclusive day care/child care center not licensed as a DDC**, and the LEA is receiving DDC funds for those children, a current IEP indicating the need for special education five days a week for at least two hours a day and one or more related services a week (excluding transportation) must be in place.
 - Additionally, the DDC contract must describe why DDC funds are needed to support that child in the inclusive off-site location (see page 5 for more information regarding contracts).

Minimum Level of Service: In order for LEAs to be eligible to receive DDC funds, children placed by an IEP team in a DDC setting must have current IEPs indicating the need for special education five days a week **and** one of the following:

- must require at least three hours a day of special education;
or
- at least two hours a day of special education and one or more related service a week (excluding transportation);
or
- at least one hour a day of special education and two or more related services a week (excluding transportation).

Each child's IEP service delivery page(s) is (are) to be attached to the Roster/Withdrawal Form (DDCF-2).

Applying for DDC Funds: If the IEP Team decides that the DDC is the least restrictive environment, the LEA must submit the information listed below to request Developmental Day Center Funds that assist with costs of providing services in a DDC setting. Incorrect or incomplete information could delay funding. The application is due no later than September 15, 2016. Newly licensed centers can submit an application packet during the school year, but funding is contingent on the availability of funds. The packet consists of:

- 1) *Developmental Day Center Funds Application* (DDCF-1)
- 2) *Developmental Day Center Roster/Withdrawal Form* (DDCF-2)
- 3) Contract between the LEA and community-based DDC with appropriate signatures.
 - A contract is not required for LEAs that have classrooms/centers licensed as DDCs.
 - If the DDC is community-based, application requests will not be approved without a **signed** copy of the contract. The contract must be received by October 15, 2016.
- 4) A complete LEA 2016-2017 school year calendar.

Approval notification will be provided via a letter, sent by postal mail, to the Exceptional Children Program Director.

Denial of Request: All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter indicating the reason for denial, sent by postal mail to the Exceptional Children Program Director.

Additional children after submitting the initial application: Send by postal mail within sixty (60) calendar days of a child's enrollment, a *Developmental Day Center Roster/Withdrawal Form* (DDCF-2) and a copy of the child's IEP service delivery page(s). Do not send the entire IEP. DDCF-2 forms and corresponding service delivery page(s) are processed in the order in which they are received. Funding is not guaranteed and is contingent upon the availability of funds.

Withdrawals or changes in services: The Exceptional Children Division must be notified of any change in the child's status, eligible required services, or withdrawal of child in writing no later than **ten (10) calendar days** after the child has withdrawn. A completed *Roster/Withdrawal Form* (DDCF-2) is to be submitted for children who have withdrawn, or who, as per the decisions of the IEP Team, have a decrease in the level of educational and related or who are no longer requiring educational and related services. Unless approved by the Exceptional Children Division, funds cannot be used for another child (replacing child), or for a child's application that was not funded due to unavailability of funds (all funds were allocated).

Educational Compliance: When an LEA contracts with a DDC, the LEA must provide verification to the Exceptional Children Division that each child with disabilities is being served by the DDC and receiving services as outlined in an appropriate IEP. The LEA will:

- Provide to the Exceptional Children Division the IEP Service Delivery Page for all children with disabilities being served by the DDC.
- Provide to the Exceptional Children Division the date of enrollment by submitting a report from PowerSchool.
- Conduct an educational compliance review of the DDC at least once during the contract period. The review is to include a check of the type of license held by each teacher (i.e., Birth through Kindergarten (B-K) or Preschool Add-On for children in preschool, or Adapted Curriculum for school-age children).
 - Periodic visits to monitor children's progress and ensure the placement is the least restrictive is permissible.
- Maintain a budget and cost report for contracted special education and related service provisions for children with disabilities.

DDC-LEA Contracts are to include the following information: If the IEP Team decides a community-based DDC setting is the least restrictive environment for a child, all educational and related services are to be negotiated locally and included in the contract between the LEA and DDC. The negotiation of contracts is a local responsibility.

- The appropriate monthly cost factors for each child served in the DDC.
- The educational and related services each child will be receiving as her his/her IEP are to be described in the contract, including the start and end date of the school year. A copy of the LEA traditional school year calendar must be provided to the DDC by the LEA.
- For children who are placed in an off-site inclusive day care/child care center not licensed as a DDC, a description of why DDC funds are needed to support a child in an inclusive off-site location.
- Any legislative increase/decrease should be included in teachers' salaries and reflected in the cost per child per month for a 10-month period.

An LEA-based DDC is not a contracted entity; therefore, a contract is not necessary.

Other Details:

The LEA is the only agency that may request DDC funds. Reporting of DDC child data must be submitted by the LEA. An end-of-year DDCF-1 update must be submitted by June 30, 2017.

A **current year traditional calendar** is submitted with the DDCF-1 application and must also be provided to the DDC. The calendar's purpose is to indicate which days LEA children are to attend school.

DDC funds may not be used for **extended day or extended school year services, before/after school care or day care services** when LEA children are not in school according to the LEA's school calendar.

DDC funds are child specific (ages 3 through 21) and **may only be used in DDCs licensed and certified by the Department of Health and Human Services**, Division of Child Developmental Early Education (DCDEE). Note: The Exceptional Children Division receives a list of certified DDCs from the DCDEE monthly.

Children served in a DDC infant-toddler program must have their educational placement reviewed for continued services in a DDC program. A child does not automatically receive approval to remain in the DDC for preschool disability services; continued placement in the DDC must be based on the child's educational needs and determined by an IEP Team.

Transportation reimbursement must be borne by the LEA and shall be included in the actual cost on the Request for Developmental Day Center Funds (DDCF-1), if provided by the DDC.

The Department of Health and Human Services/ Division of Child Development Early Education must approve DDC expansions/relocations.

Fiscal Requirements for Developmental Day Center Funds PRC 063

1. Developmental Day Center Funds are grant funds for assisting LEAs in providing special education and related services to eligible children served in a DDC.
2. Educational and related services provided in the DDC setting shall coincide with the LEA's traditional school year calendar. The DDC grant funds are to assist only with educational and related services the child is receiving in the DDC center; funds are not provided for before- or after-school expenses or for child care expenses on days the LEA children are not in school (i.e., holidays, teacher work days).
3. Funds may not be used for extended day or extended school year services.
4. The allotment of DDC grant funds is contingent upon the availability of state funds for this program. The unavailability of DDC funds does not relinquish an LEA's responsibility for providing a free appropriate public education in the least restrictive environment for children. DDC placements should not be based on the availability of DDC grant funds from the Exceptional Children Division but on the needs of the child as outlined in his/her IEP. When DDC funds are not available, the LEA is to use other local, state and federal funds to pay for the costs of the educational services for children placed in the developmental day center setting. The LEA can also provide some or all of the required services.
5. Personnel employed by local boards of education and placed in a DDC may be employed for ten (10) months.
6. The DDC per student amount may not cover all of the child's educational and related services expenses in the developmental day setting since costs will vary between children based upon their individual needs. If this is the case, the LEA would need to use other local, state and federal funds to pay the difference. The amount paid to a DDC by the LEA is negotiated locally and is to be stated in the contract.
7. The LEA will receive a base allotment at the beginning of the 2016-2017 school year. Three months of funding is allocated based on prior year usage of DDC funds. An annual DDC application must be submitted for funding of the remaining months.
8. It is the responsibility of the LEA to apply for DDC funds.
9. DDC funds are provided to the LEA in Program Report Code (PRC 063).
10. DDC funds are allocated per child via the application process and cannot be split (shared) between children.
11. DDC funds must be used to provide special education and related services. *The actual and contract rates per child must be determined by the LEA and DDC personnel.*
12. DDC funds cannot be used to pay for expenses from prior years and may be used only for the placing LEA's approved school year.

13. No more than ten (10) percent of the approved state rate per child may be used by the DDC for administrative purposes, i.e., office personnel, office supplies and materials.
14. The date a child enters the DDC determines the amount of funding the LEA will receive since funding is based on the LEA traditional school year calendar. Children entering the DDC on or before September 15th will receive ten months of funding. Children entering the DDC after September 15th will receive prorated funding. The child's enrollment date must reflect the current school year.
15. If the date a child physically enters a classroom is before the classroom receives child care licensure and DDC certification, funding will begin the day in which the child care license with DDC certification was received.
16. Funds available under the DDC program will be allotted according to the priorities listed below. The Exceptional Children Division will begin processing all requests for Priority 1 and 2 children in the order in which they are received after October 15, 2016. Priority 3 funds are based on the availability of state funds and are allocated after Priority 1 and 2 children have been funded.

Priority 1: Children ages 3 through 21, served in a DDC for the 2015-16 school year and will remain at these centers for the 2016-17 school year.

Priority 2: Children ages 3 through 21, identified as needing services of a DDC for the first time in 2016-17.

Priority 3: LEAs that contracted with a DDC during the 2015-16 school year are eligible for Priority 3 funds if the center closes during the 2016-2017 school year and no other DDCs are operating in the area. The allocation will be based on the number of children funded the previous school year (2015-16). This funding is available for one year only for children ages 3 through 21. After one year of Priority 3 funding, the LEA is expected to provide educational services for the children through state, federal or local funds available for children with disabilities.

17. If the LEA will not contract with a DDC this year, but received DDC funds last year, submit one of the applicable forms below:
 - 1) Request for Priority 3 Funds (DDCF-3) due to DDC closing (see item A above);
or
 - 2) Waiver of Participation (DDCF-4).

Instructions for Completing a *Developmental Day Center Funds Application (DDCF-1)*

The application is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed application must be printed, signed, and a copy with original signatures submitted via postal mail, postmarked on or before September 15, 2016.

PART I: LEA Information

Enter the LEA name and the LEA number.

Select District Name from the drop-down list.

Enter EC Director Information.

Enter the DDC Information.

- Typically, this is the community-based DDC. If the LEA has a classroom or center that has a four (4) or five (5) star child care center license and has a DDC endorsement, then the agencies would be the LEA and the LEA's DDC classroom, school or center site.

If the application is for an **LEA-based classroom**, attach a copy of the child care license with developmental day endorsement issued by the Department of Health and Human Services, Division of Child Developmental Early Education (DCDEE). One application per LEA classroom or center site.

PART II: LEA Children Served in the Developmental Day Center, Sorted By Disability Area

In the table of Disability Areas, indicate the number of LEA children for each disability area who are receiving educational and related services in the DDC.

PART III: Child Count Information

The total number of children in this section should equal the number of children with disabilities entered in PART II, *Children Served By Disability Area*.

PART IV: Educational Costs and Services Provided to LEA Children in PART II and III

Report the services of LEA children with disabilities being served and receiving DDC funds, **not** services to **all** children served in the DDC.

A) Teacher(s)

Enter the license held by each teacher (i.e., Birth through Kindergarten (B-K), Preschool Add-On, or Adapted Curriculum).

Indicate the number of teachers required to serve the children listed.

The DDC ratio for children ages 3-5 years old is 1:6.

- Six children would require one teacher
 - A full-time or prorated teacher assistant may be needed based on individual children's needs
- The maximum number that one teacher with two support persons could serve would be 18 (1 teacher, 2 teacher assistants).

Enter teacher salaries and benefits for teachers working with students with disabilities who are receiving DDC funds. In consideration of all children served in the classroom (some DDC eligible children may be served in classrooms with nondisabled peers), salaries may be prorated.

B) Teacher Assistant(s)

Provide a brief description of the teacher assistant working with students with disabilities who are receiving DDC funds (teacher assistant, 1:1 personal care assistant, etc.)

Indicate the number of teacher assistants required to serve the children listed.

- The DDC ratio for children ages 3-5 years old is 1:6.
- The maximum number of children with one teacher and one teacher assistant could serve would be 12, although based on children's needs, the ratio could be smaller and another teacher assistant might be needed.

Enter assistant salaries and benefits for personnel working with students with disabilities who are receiving DDC funds. In consideration of all children served in the classroom (some DDC eligible children may be served in classrooms with nondisabled peers), salaries may be prorated.

C) Related Services

Speech Language Therapy: Indicate the number of speech therapists required to serve the children listed in Section I that are receiving speech language therapy **as outlined in their IEPs**.

Example: A speech therapist's typical case load is 35-50 children; ten (10) children with disabilities have speech therapy as a related service on their IEPs, the speech therapist's salary is prorated at 30% or, if contracting with a related service provider, include the contracted rate.

Physical Therapy: Indicate the number of physical therapists required to serve the children listed in Section I that are receiving physical therapy **as outlined in their IEPs**.

Example: A physical therapist's typical case load is 35-50 children; seven (7) children with disabilities have physical therapy as a related service on their IEPs, the physical therapist's salary is prorated at 20% or, if contracting with a related service provider, include the contracted rate.

Occupational Therapy: Indicate the number of occupational therapists required to serve the children listed in Section I that are receiving occupational therapy **as outlined in their IEPs**.

Example: An occupational therapist's typical case load is 35-50 children; fifteen (15) children with disabilities have occupational therapy as a related service on their IEPs, so the occupational therapist's salary is prorated at 40% or, if contracting with a related service provider, include the contracted rate.

Other (specify): Indicate the number of other personnel required to serve the children listed in Section I for services outlined in their IEPs that have not already been addressed. No more than ten (10) percent of the approved state rate per child may be used by the DDC for administrative purposes.

Enter salaries and benefits for personnel working with students with disabilities who are receiving DDC funds

D) Total Salaries

Add all salary and benefit amounts from A, B, and C.

Enter this amount in the space provided.

PART V: Calculate Actual Cost

Use information from IV and V above to complete.

A) Calculate the Cost Per Child

Follow the instructions noted in the table, entering the amounts for each line in the far right column.

B) Calculate Allowable Administrative Costs

To be completed only by LEAs with community-based DDCs only. If not applicable, skip to C.

This table may not be applicable for many LEAs since Administrative Costs can be allowed only if:

- The LEA per student costs are less than the monthly grant amount provided by the SBE
and
- The Administrative Cost does not exceed ten percent (10%) of the LEA's "Cost Per Child Per Month."

Follow the instructions noted in the table, entering the amounts for each line in the far right column.

C) Transportation Reimbursement - must be borne by the LEA

In rare instances where the DDC is providing transportation, including separate contractual arrangements between the LEA and DDC, it shall be included in the actual cost.

To be completed only by LEAs where the DDC provides transportation. If not applicable, skip to D.

Follow the directions noted in the table, entering the annual transportation costs in the far right column.

D) Total Per Child Actual Cost

Follow the instructions noted in the table. The total at the bottom of the table will reflect the LEA's total actual cost for each DDC child.

PART VI: Calculating the LEA's DDC Costs

Follow the instructions noted in the table. If the LEA is contracting with a community-based Developmental Day Center, complete the remaining areas in Part VI.

PART IV: Certification

The original signature of the LEA's Exceptional Program Director, Finance Officer and Superintendent is required. The application is to be sent by postal mail.

Instructions for Completing a Developmental Day Center Roster/Withdrawal Form (DDCF-2)

The form is in fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures must be submitted via postal mail within 60 calendar days of a child's enrollment, or within 10 days of a withdrawal or change.

1. **Local Education Agency:** Enter the LEA name and LEA number.
2. **District Name:** Select from the drop-down box.
3. **Date:** Enter the date the roster is being completed.
4. **Developmental Day Center:** Enter the name of the DDC.
5. **Select the appropriate box** that indicates the type of DDC.
6. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
7. **Child's Last Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
8. **Child's First Name:** Enter the child's first name as it appears in PowerSchool (do not use nick names and **double check** for correct spelling).
9. **Date of Birth:** Enter the child's date of birth and **double check** for accuracy.
10. **Select Ethnicity, Gender and Disability** from the drop-down lists.
11. **Date of Enrollment for the Current School Year:** Enter the date the child enrolled in the DDC during the current school year.
12. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
13. **Replacing Child's Name:** *If applicable*, when a child has withdrawn, enter the name of the child who is replacing him/her. Include the replacing child's information on the line below the withdrawing child's information.
14. **Signature of Exceptional Program Director:** An original signature is required.

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EXAMPLE for Reporting a Withdrawal and Addition

Reference VI

Developmental Day Center Roster/Withdrawal Form, DDCF-2

Roster must be typed, signed, and mailed; postmark must be within 60 calendar days of enrollment in the DDC.

Last day for additional Roster submission: May 15, 2017.

Local Education Agency: Willow County Schools LEA # 000 District Name: Southeast

Date: 10/24/2016 Developmental Day Center: New River Child Development Center Check one: Community-based Center ☒ LEA-based ☐

A copy of each child's IEP service delivery page must be attached to the roster form. Do not attach the entire IEP.

Child's Power School Number	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Use abbreviations for disabilities on Attachment II	Date of Enrollment for Current School Year	Withdrawals		Replacing Child's Name
								Date	Code	
123456	Downs	John	5/8/06	W	M	Moderate ID	9/8/16	10/17/16	W2	Mary Upton
654321	Upton	Mary	3/14/05	B	F	AU	10/25/16			

W-9 (provide description here) _____

Mrs. Samantha Dawn
Signature of Exceptional Children Program Director

11/5/2016
Date

DPI Use Only	Postmarked Date _____	Processor _____	MOF _____	Entered Date _____	FFM# _____
	NOTES: _____				
